Personal Assistant

A reputable company in Jnah Area

Major: degree in Business Administration, Management, or any related field

Working days and hours: 9 hours per day from Monday until Friday

Experience: 3 – 5 years of experience as personal assistant

Major Responsibilities:
- Provide executive administrative support
- Coordinate appointments, meetings, calls & emails.
- Prepare reports and presentations ensuring accuracy and confidentiality.

Additional Requirements:
- Fluent in Arabic, English and French
- Exceptional organizational & problem solving skills
- Proficiency in Microsoft Office
- Gender: Female

Salary: $1200 – $1500

How to apply:

Kindly send your CV and contact the Career Cervices Center, E-mail:
career.services@balamand.edu.lb, Ext: 7801; 7802